



STATE OF ARKANSAS  
**Department of Finance  
and Administration**

**OFFICE OF STATE PROCUREMENT**  
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**DELEGATION ORDER**

I, Joseph A. Giddis, as Director of the Office of State Procurement, in accordance with the authorization contained in the Arkansas Code of 1987 Annotated at §19-11-218(3) do hereby authorize all state agencies with agency purchasing agents, under the direction and general supervision of this office, to make and enter into contracts for the procurement of paper or paperboard in accordance with the procedures stated herein.

1. All state agencies are delegated the authority to purchase paper products, excluding Amendment 54 items and items on state contract, where the cost does not exceed \$5000 and requirements are not artificially divided so as not to exceed the \$5000 limitation.
2. Published books, manuals, maps periodicals, technical pamphlets, textbooks and other copyrighted documents and forms are excluded from the requirements of this delegation order. This does not however, include items published by a state agency.
3. All procurements of paper products by Purchasing Agents, Agency Purchasing Officials and the Office of State Procurement shall be made in compliance with ACA of 1987 §19-11-260 regarding the preference of recycled paper.

Nothing herein is intended to prohibit any agency from requesting the assistance of the Office of State Procurement in the procurement of paper products.

This order will be in effect until June 30, 2007.

STATE OF ARKANSAS, DEPARTMENT OF FINANCE AND ADMINISTRATION  
OFFICE OF STATE PROCUREMENT

A handwritten signature in cursive script, reading "Joseph A. Giddis".

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JOSEPH A. GIDDIS, DIRECTOR